



Special Payroll Processing System

SPPS Web

The Special Payroll Processing System for Web (SPPS Web) is a Web-based application that allows establishment, adjustment, inquiry, retrieval, and deletion of certain manual payment and adjustment transactions. These transactions include:

- Cash awards/Special bonuses that cannot be processed in the Payroll/Personnel System through the Personnel Action Processing System (PACT); Entry, Processing, Inquiry, and Correction System (EPIC); or Front-end System Interface (FESI)
- Settlement back payments
- Compensatory time payments
- Credit hours payments
- Annual/Restored leave payments that cannot be processed in the Payroll/Personnel System through PACT, EPIC, or FESI
- Miscellaneous payments (allowances, differentials, bonuses, payments, life cycle accounts, and Administratively Uncontrollable Overtime (AUO))
- Student loan repayments

SPPS Web is accessed from a Web browser, providing easy-to-use Web navigation.

Main Features of SPPS Web

- Process and maintain subject-matter manual payment and adjustment transactions on the SPPS database.
- Access manual payment and adjustment transactions for a separated employee, as long as a record exists on the Information/Research Inquiry System (IRIS) Program IR200, Transaction History Menu. Previously, a manual payment and adjustment transaction could only be processed if the employee had a record on IRIS Program IR100, Current Data Menu, and was not separated more than six pay periods.
- Calculate gross to net amount adjustments. The information identifies deductions that are applicable to the transaction and the accounting code used to charge an agency for processing the transaction.
- Validate accounting codes against the Management Account Structure Codes System (MASC).
- Release a transaction to NFC for processing. **Note:** Once a transaction is released to NFC for processing, NFC will process all adjustments to the transaction.
- View and print NFC-29 computations and pay adjustment transactions.
- View and print reports by request (at the beginning of each pay period, or on an as-needed basis).
- View interest rates and dates for calculating settlement back payments.
- Retrieve online help for each SPPS Web window.

SPPS Web Advantages

- The database resides at NFC, allowing backup and archive functions to be performed by NFC.
- Version updates and built-in help documentation are maintained by NFC and immediately available to users.
- SPPS Web can be accessed from any computer with Internet capabilities and a valid NFC user ID.
- The number of telephone inquiries to NFC by the agency should be reduced.

SPPS Web Minimum Hardware and Software Requirements

- A personal computer with Internet capabilities.
- Access to the Internet with a Microsoft Internet Explorer browser of 6.0 or higher or Netscape with a browser of 6.2.x.
- Printer capable of printing Web pages.
- An NFC user ID with access to SPPS Web.

Request for Access

To request access to SPPS Web, contact your agency NFC Security Officer. The agency Security Officer should e-mail or fax an access request to NFC's Information Systems Security Office with the appropriate information.

Request for Procedures

Comprehensive online help is available on each window by clicking [?]. This help is intended to replace the hardcopy procedure for SPPS Web. The help text is also available in procedure format on the NFC home page (www.nfc.usda.gov). To view and/or print this procedure, go to the NFC home page and click the **Pubs & Forms** icon. At the **Pubs & Forms** left hand menu, click **List By Title/Chapter** and search for Title 1, Chapter 8, Section 2, Special Payroll Processing System for Web (SPPS Web), on the list provided.

Questions about SPPS Web

To find out more about security, equipment, hardware, and software requirements, contact NFC's Customer Support personnel at:

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